

REQUEST FOR PROPOSALS

EXECUTIVE COORDINATOR ILLINOIS ASSOCIATION OF HOUSING AUTHORITIES

The Illinois Association of Housing Authorities (IAHA) is accepting proposals for the position of Executive Coordinator.

Please submit a written proposal, including the attached fact sheet.

Please send all proposals to:

Diana Etheridge
IAHA Personnel Committee Chairman
Housing Authority of the City of Marion
501 North Market Street
Marion, IL 62959
hacm@marionhousing.org

ALL PROPOSALS MUST BE RECEIVED BY AUGUST 31, 2017.

To assure that the proposal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, your proposal must be identified on the envelope or package as follows:

**Request for Proposal
IAHA Coordinator Contract
To be opened by IAHA Personnel Committee Chairman**

The attached Exhibit A lists the services the IAHA will expect from a Coordinator. The Coordinator will be an independent contractor. He/she will receive no employee benefits from the IAHA.

At least two personal references and three professional references, together with their contact information, shall be included in the proposal.

The IAHA Officers and Personnel Committee will evaluate the proposals received and conduct interviews. The process is to be finalized with the offer of a contract by October 31, 2017, to be effective December 1, 2017. The IAHA is anticipating a one-year contract with the option to renew for an additional year.

EXHIBIT A

Listed below are the services expected by the Illinois Association of Housing Authorities from an Executive Coordinator:

- A. Assist and coordinate the efforts of all standing and ad hoc committees of the IAHA.
- B. Coordinate the Annual Maintenance/Management Clinic (Clinic) at the direction of the Maintenance/Management Clinic Committee and the Annual IAHA Meeting at the direction of the Annual Meeting Committee. The Committees will determine the extent to which the Coordinator will assist with the following duties:
 - 1. Market the Clinic to vendors and participants; prepare, mail and receive registration for vendors and participants;
 - 2. Act as liaison with the hotel for all Clinic and Annual Meeting activities;
 - 3. Coordinate with speakers, entertainers, and presenters;
 - 4. Coordinate the sale of advertisements and the preparation of the Clinic book;
 - 5. Design and layout the Clinic Book. (The cost of printing will be at the cost of the Clinic Committee.)
 - 6. Provide the Clinic Committee with a final report of both events.

After the Clinic Committee has decided which responsibilities are to be the Coordinator's for the Clinic, the Committee shall submit the list in writing to the Coordinator by December 1 of the year prior to the Clinic year, i.e., the Coordinator is to be given written notice of responsibilities by December 1, 2017 for the 2018 Clinic.

After the Annual Meeting Committee has decided which responsibilities are to be the Coordinator's for the Annual Meeting, the Committee shall submit the list in writing to the Coordinator by June 1 prior to the Annual Meeting, which is held in September.

- C. Participate in the planning, development and implementation of all programs sanctioned by the Association, including any special events.
- D. Carry out the goals as set forth by the IAHA Executive Board.
- E. Distribute information to the IAHA membership on matters that affect the operation of Illinois public housing authorities as follows:
 - 1. Provide a central resource for HUD required policies and other housing-related information.
 - 2. Assist the IAHA secretary as required and send the minutes of all Executive Board meetings to the membership within thirty (30) days of said meetings, or within ten (10) days of receipt of same from the Secretary.
 - 3. Promote positive public relations and representation of the IAHA with other agencies, i.e., HUD, DCCA, and other housing industry.

4. Prepare and email Executive Board packets to the Executive Board members at least one week before the Executive Board meetings, or upon receipt of the agenda information from the President.
- F. Provide professional services to recruit new members for the Association; secure funds through sources other than membership dues, workshops and registrations; serve as an advocate for the membership on the State level for programs which affect the operation of public housing authorities and their programs/operations.
- G. Attend all functions and meetings of the IAHA. Prepare agendas, minutes, reports for the Executive Board and ad hoc committees as instructed by the Board and be the contact person for all IAHA members.
- H. Publish a quarterly newsletter and place it on the IAHA website with input from the IAHA President and the three Council Presidents. Notify all IAHA members and associate members when the newsletter is published on the website. (The IAHA shall reimburse printing and postage costs when U. S. mail is used as well at the request of the IAHA). One such newsletter shall be published in March with information about the Maintenance/Management Clinic and one in August with information about the IAHA Annual Meeting.
- I. Furnish at his/her own expense a separate telephone line, fax number and email address for IAHA business only, as well as any other equipment or materials needed. The Coordinator shall be responsible for all travel and office expenses needed to fulfill his/her contract.
- J. Be responsible for the maintenance, hosting and updating of an attractive, user-friendly IAHA website, which website shall include IAHA training notices, newsletters, the policy library, the PHA Directory, as well as other information for the members of the IAHA, including provisions for registration and payment of registration fees for all IAHA events, particularly the Maintenance/Management Clinic and Annual Meeting, training sessions, seminars, etc., where online registration is encouraged. Actively market the Maintenance/Management Clinic through the IAHA web site in addition to using other forms of personal communication available.

Evaluation Criteria

Proposals will be evaluated based on a combination of contract cost, education, and experience, as well as capability of supplying those services required by the IAHA.

If the applicant is a business, that business shall designate an individual staff member as the contact person for the IAHA. That same designated staff person must attend all functions and meetings of the IAHA and be the contact person for all IAHA members.

The Coordinator shall be an independent contractor as described by the IRS and shall not be allowed to subcontract without the written approval of the IAHA Executive Board.

The IAHA reserves the right to negotiate any part of these specifications with the successful contractor.

**IAHA COORDINATOR
PROPOSAL FACT SHEET**

Name: _____

Address : _____

Telephone No: _____

Name of Contact Person: _____

Personal References: _____

Professional References:

Contract Amount Required:

Signature